

SOUTHWESTERN COMMUNITY COLLEGE	ADMINISTRATIVE <b>PROTECTION AND CARE OF COLLEGE PROPERTY</b>	Policy 3.02.01
-----------------------------------	--	-------------------

It is the responsibility of all College employees to protect College buildings, grounds and equipment.

1. Any person who willfully damages or destroys any College property will be liable for the replacement or repair of such property and may be subject to disciplinary action.
2. Employees shall promptly report in writing to their supervisors the loss of any College property or loss or mutilation of any official College records or documents.
3. The records and documents in the College's custody are for official purposes only. It is unlawful to remove or conceal, alter, mutilate, obliterate or destroy records and documents from files without approval from proper authority, or as otherwise authorized under the records retention schedule.

Cross-Reference: 4.05.02 – Electronic Records Retention

Adopted: February 2014